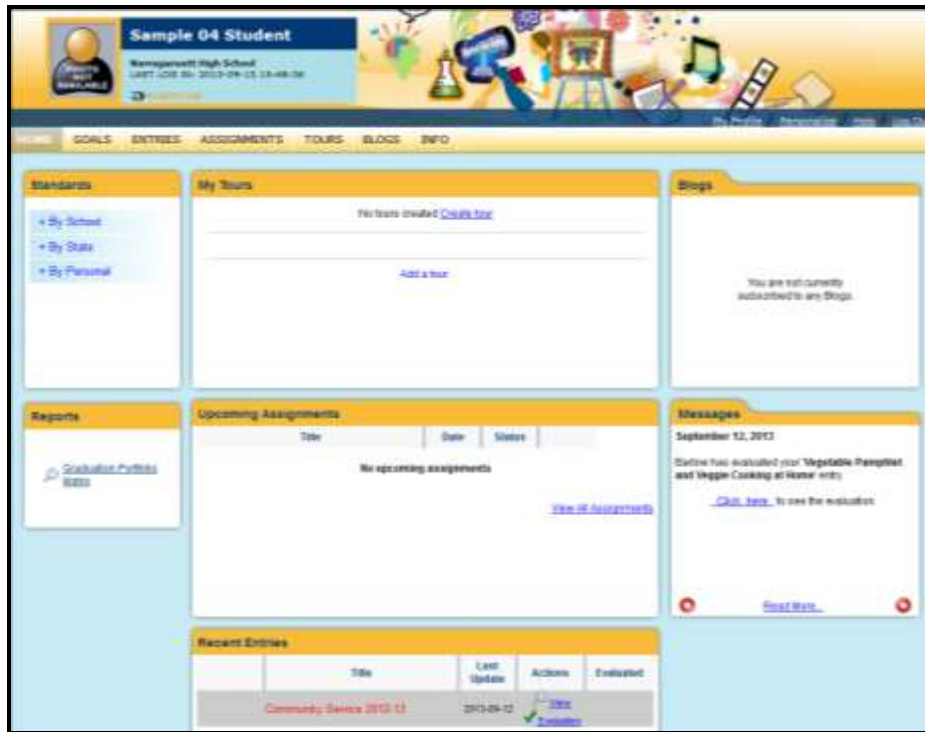# Getting Started Guide for Students

Logging In

1. Click on the "Richer Picture" link on the "Links for Students" page on the NHS website.

2. You will now be at the login screen. Enter your STUDENT login name and password.
   User name:
   Password:

3. You will now be at your home page.

On the right side of the screen (under the banner) is a control menu. These links do the following:

- **My Profile** allows you to change your password and your profile picture.
- **Personalize** allows you to select a background theme for your portfolio.
- **Help** displays a new window where you can get instructions for each section of the portfolio.
- **Log Out** logs you out from the system. (This is especially important to use at school, where multiple people use the same computers.)

The main area of the screen has seven sections (called "folders"). The folders you will use include:

- **My Tours** shows your tours, or portfolio presentations. We will see more details about that later in this guide.
- **Blogs** may be used by your teachers to have online discussions for your classes.
- **Reports** includes the Graduation Portfolio Matrix, which lists your proficient portfolio tasks.
- **Upcoming Assignments** shows assignments that your teachers want you to complete. See more on the next page.
- **Messages** are announcements from your teachers; this section also lets you know when your teachers have assessed (scored) your tasks.
- **Recent Entries** shows assignments you have uploaded into the system.

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Adding an Entry

In the **Upcoming Assignments** folder on the home page, you will see the names of your upcoming assignments. (If you want to see ALL of your assignments, click on **ASSIGNMENTS** on the main menu.)

The **Upcoming Assignments** folder is the most useful for working with your entries.

- The names of the upcoming assignments should appear in this section. You can click on the **name of the assignment** to see what the teacher is telling you about the assignment.

- Your response to the assignment is called an *entry*. The documents you upload for your entry are called *artifacts*. To add the entry, click on the **Add** or **Edit** button next to the name of the assignment. (The **Add** button appears if you have not yet started the assignment; otherwise, the **Edit** button appears.) You should see something like the screen on the next page:

On this screen, you can add the artifacts (including your reflection) for your entry.

Editing entry details under assignment **Community Service**

Title:	Community Service
Class	Assignments:	Per: 2 - Advisor Task 9 FY	Community Service Link To Assignment
Entry Date:	December 01, 2015
Summary:	
Students can include their community service hours as evidence that they "participate as a citizen in the local, national, and global community."	Students can use the community service hours they need t
Reflection: This entry does not require a reflection.	Please attach your proficient reflection as an artifact below. Save
Status:	In Progress: NOT Ready for Teacher Review Complete: Ready for Teacher Review Revised: Ready for Teacher Review
Learner Outcomes:	• NHS2.2 – Participate as a citizen in the local, nation

You must choose the **Status** of your entry. You have three options: **In Progress**, **Completed,** and **Revised**. If you are starting your entry but plan on completing it at a later date, click on the **In Progress** button**.** This means that you are saving your entry as a draft and you do not want your teacher to review it yet. When you have added all the artifacts, click on the **Complete** button. This means you have uploaded all the information required for the entry and it is ready for your teacher to score it. If you "fix" an entry, click on the **Revised** button. This means you have fixed the task as requested by your teacher.

Additional information about this entry:	No Artifacts
If your artifact is on a web site, enter the address here:	_____ *If you are uploading a link to a Google document, please be sure to use the shareable link.
Attach a file about this entry (75 MB limit):	
Students should upload a scanned copy of a letter from their guidance counselor confirming that they have met the community service graduation requirement for NHS.	Choose File No file chosen *After selecting your file, click on any of the SAVE buttons to upload.

Save - Stay On This Page   Save - Return To Home   Save - Return To Entries

Save - Copy Artifacts From Alt

If your artifact is a web page, find the prompt **"If your artifact is on a web site, enter the address here:"** and paste in the box a copy of the URL of that web

At the bottom of the screen is a button labeled **Choose File**. Click on that button, and you can select a file to upload.

If you have multiple artifacts to upload, click on **Save – Stay On This Page**. You can then add additional artifacts.

When you are done, click on **Save – Return to Home** to bring you back to your home page.

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Formatting Your Artifacts

1. Microsoft Word documents – ⟶ **Save As** a PDF
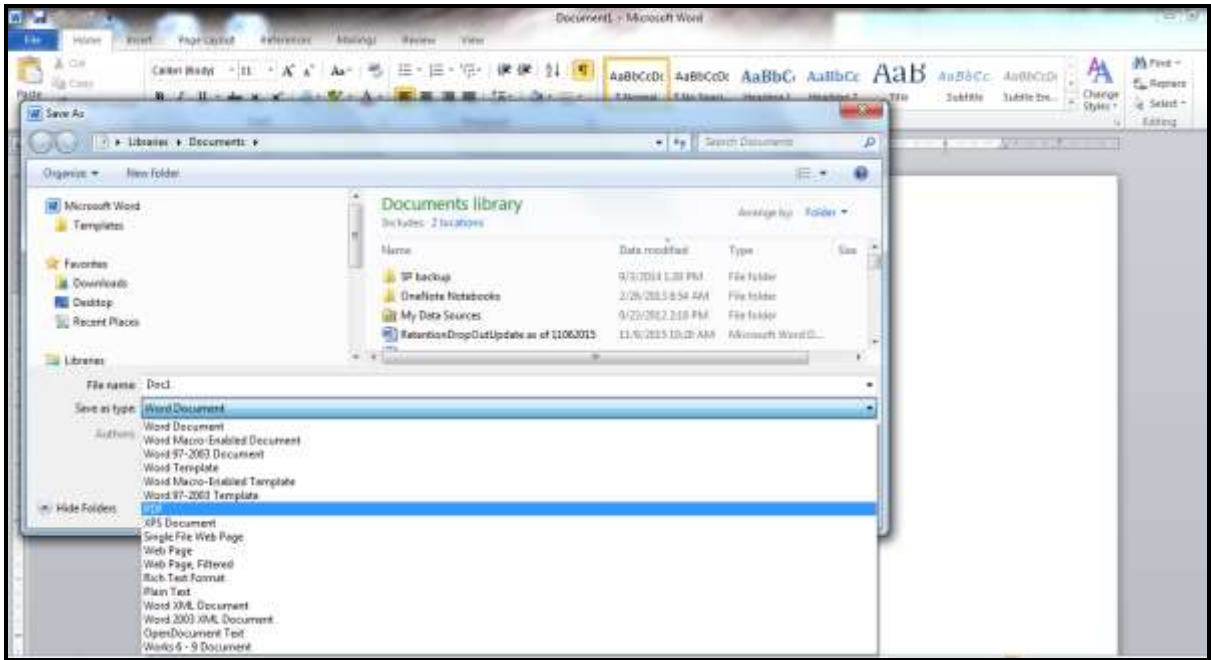
2. Photos/Images – ⟶ **Save As** a PDF, JPEG/JPG, or PNG

3. Google Docs ⟶ **Download as** a PDF, JPEG, or PNG

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